
The background of the entire page is covered with numerous handprints. Some are a vibrant orange and others are a dark, textured blue. The prints are of various sizes and orientations, some appearing as if they were stamped with ink, others as if with paint. They are scattered across the page, with some overlapping the text.

Massachusetts
College of Art

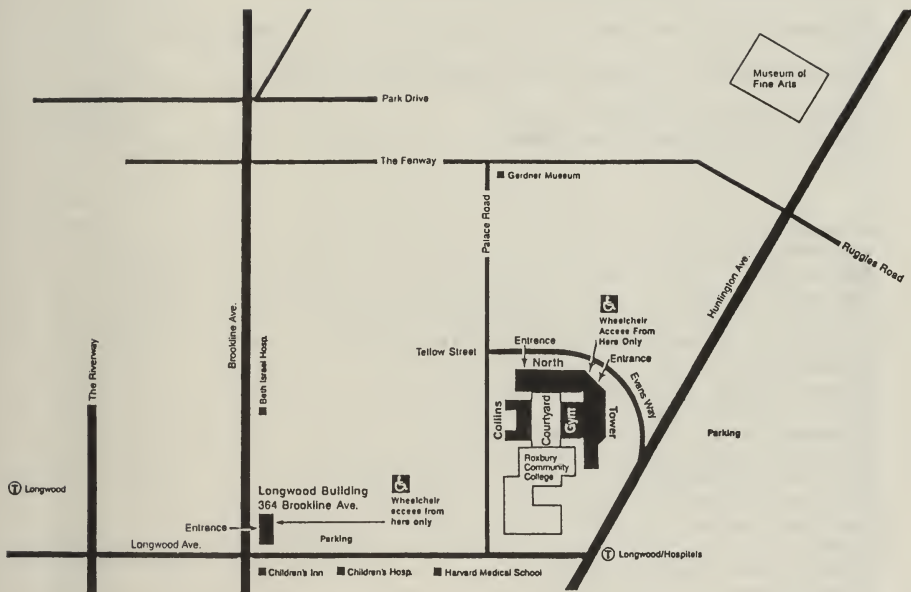
**STUDENT
HANDBOOK**
1987-1988



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STUDENT HANDBOOK 1987-88

Massachusetts College of Art
621 Huntington Avenue
Boston, Massachusetts
(617) 232-1555



Cover Design by Richard Walsh

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GREETINGS

WELCOME TO MASS ART!

Studying at the College of Art challenges all of your senses in the pursuit of creating art. Whatever your field of study, your efforts will not only affect our community, but the world at large.

Take advantage of all that the College has to offer. Your involvement on Campus can make our community a more vital and exciting center of creativity.

Paul V. McCaffrey
Vice President
Student and Community Affairs

Dear Fellow Students-

Welcome!

As we begin this year at Mass Art we all realize that our first responsibility is to art and academics, but I urge you to get involved in other aspects of college life, such as Student Government, the College newspaper, yearbook, and a host of other organizations. The door to participation is always open, even to those of you who may be new to Mass Art. College life is exciting, and we would like to make it more exciting with your participation this year. By working with each other, we will learn and grow together. This way life imitates art, and art imitates life.

In closing, I wish you the very best of everything in the coming year.

Wafic Y. Khalil
President
Student Government Association

MASSACHUSETTS COLLEGE OF ART ACADEMIC CALENDAR 1987-88

FALL SEMESTER (72 days)

New Student Orientation and Registration.....	Aug. 28 & 29
PCE Classes Begin	Sept. 8
First Day of Classes (Day Program).....	Sept. 9
Last Day for Add/Drops, Independent and Directed Studies, Internships, Cross-Registration to Other Schools.....	Sept. 24
Columbus Day (No Classes).....	Oct. 12
Professional Day (No Classes Day Program).....	Oct. 22
Mid Semester: Last Day for Makeup of Incompletes, Last Day to Apply for Mobility Program (see Exchange/Mobility Programs) in the Spring Semester.....	Oct. 30
Veterans Day (No Classes).....	Nov. 11
Thanksgiving Recess (No Classes).....	Nov. 26-27
Registration for all Seniors, Juniors, Sophomores, Freshmen (No Classes).....	Dec. 2
Last Day of Classes (Day Program).....	Dec. 11
Review Boards and Reading Week.....	Dec. 14-18
Last PCE Class.....	Dec. 17
Twenty-Four Hour Access to Buildings.....	Dec. 18
Final Exams.....	Dec. 21-24
INTERSESSION: DECEMBER 25-JANUARY 18	

SPRING SEMESTER (84 days)

New Student Orientation and Registration.....	Jan. 14
Martin Luther King Day	Jan. 18
First Day of Classes (Day Program and PCE).....	Jan. 19
Last Day for Add/Drops, Independent and Directed Studies, Internships, Cross-Registration to Other Schools.....	Feb. 1
Washington's Birthday (No Classes).....	Feb. 15
Mid Semester: Last Day for Makeup of Incompletes, Last Day to Apply for Mobility Program (see Exchange/Mobility Programs) in the Fall Semester.....	March 11
Spring Vacation (No Day Program Classes).....	March 14-18
Freshman Visitation (No Freshman Classes).....	March 30
Professional Day (No Classes).....	March 31
Freshmen Declare Choice of Concentration: Last Day.....	April 8
Patriot's Day (No Classes).....	April 18
Twenty-Four Hour Access to Buildings.....	April 20-May 20
Registration Day for all Juniors, Sophomores, Freshmen	April 27
Last PCE Class.....	May 9
Design Senior Portfolio Review (Classes in Session).....	May 9-13
Last Day of Classes (Day Program).....	May 16
Review Boards and Reading Week.....	May 17-20
Mass Art Outing.....	May 21
Final Exams.....	May 23-25
HONORS CONVOCATION AND COMMENCEMENT.....	May 26

MASSACHUSETTS COLLEGE OF ART ADMINISTRATION 1987-88

	office_#/phone_#
Virginia Allen Dean, Graduate and Continuing Education	T653 / 337
Kenneth Berryhill Director, Financial Aid	T803 / 378
Betty Buchsbaum Dean, Undergraduate Studies	T522 / 313
Barbara Davis Director, Counseling	T649 / 383
Paul Dobbs Registrar	T638 / 336
Stephen Farrell Director, Alumni Affairs and Development	11thF1/ 260 Tower
Hubert Hohn Director, Computer Arts Learning Center	T817 / 310
William Holmquist Vice President, Administration and Finance	T806 / 296
Benjamin Hopkins Director, Library	T1201 / 266
Margaret Johnson Director, Career Resources	T648 / 384
Jeffrey Keough Director, Exhibitions	5thF1 / 550 Tower
Valdis Kirsis Director, Facilities	T1005 / 330
Theodore Landsmark Assistant to the President, Affirmative Action	11th F1/476 Tower
Joseph Masiello Director, Security and Public Safety	G205A / 501
Robin Mayor Vice President, Academic Affairs	T523 / 255
Paul V. McCaffrey Vice President, Student and Community Affairs	T633 / 372
Susan Leonard Director, Fiscal Affairs	T8th F1 / 307 Tower
William F. O'Neil President	T11th F1 / 200 Tower

Joel Padova Director, Computer Services and Institutional Research	T835 / 350
Elizabeth Rabbette Director, Housing/Student Activities	T633 / 369
Kay Ransdell Associate Dean, Admissions and Retention	T635 / 379
Jeanne Regan Director, Personnel	T808 / 301
Jonathan Silverman Director, Advising Center	T541 / 447
Brenda Sullivan College Nurse	T651 / 382
James Williams Director, Office of Public Space Development	T107 / 355

MASSACHUSETTS COLLEGE OF ART BOARD OF TRUSTEES

Phillip M. Sullivan, Chair
 Paula McNichols, Vice Chair
 Cathe Boudreau, Student Trustee
 Edward W. Clark, Jr.
 Dr. Morton Godine
 Liz Harris
 Anne Jackson
 Elma Lewis
 Rob MacIntosh
 Dr. Selma Rutenberg
 Thomas J. Wong

MASSACHUSETTS COLLEGE OF ART DEPARTMENT HEADS 1987-88

Nancy Cusack, CORE/Freshman
 Meg Hickey, Design
 Dean Nimmer, 2D Fine Arts
 Ben Ryterband, 3D Fine Arts
 Johanna Gill, Media and Performing Arts
 Diana Korzenik, Art Education
 Marjorie Hellerstein, Critical Studies

MASSACHUSETTS COLLEGE OF ART STUDENT GOVERNMENT ASSOCIATION 1987-88

Wafic Khalil	-President
TJ Norris	-Vice President
Andrea Aucoin	-Secretary
Kathleen doCouto	-Treasurer
Cathe Boudreau	-Student Trustee

ABSENCE

A student absent from class for more than one day must notify the Registrar who then informs the instructor.

ACADEMIC PROGRESS

Students need to complete a minimum of 132 credits to graduate. Each chosen concentration has a breakdown of graduation requirements that must be met. To maintain academic progress towards graduation, undergraduates are expected to pass a balance of courses in their major, Critical Studies, and electives.

In order to maintain satisfactory academic progress at Massachusetts College of Art, a full-time student must achieve a minimum of twenty-four credits per year which will be computed cumulatively. Any full-time student who falls below this minimum will receive a warning from the Advising Center, a copy of which will be sent to the department in which the student is a major.

To remove a warning the student must either a.) present to the Advising Center a letter signed by the Chair of his/her major area and his/her major advisor stating that a satisfactory qualitative level is being achieved and maintained, or b.) demonstrate to the Director of Academic Advising that satisfactory progress is being made up by taking the necessary credits to achieve the required cumulative total.

In the event of neither of the above taking place after one semester, the student will be academically withdrawn as a full-time student at the end of each succeeding semester.

Note: Normal appeals procedures are available for any such decisions.

ADVISING

Upon admission to the college, Freshmen and Transfer Freshmen are assigned a faculty advisor. After selecting a major in the sophomore year, students are assigned an advisor from their chosen department. The student's major advisor assists in planning a program formulated to meet the degree requirements and the student's particular needs and interests. Each freshman advisee is required to see his/her advisor at least twice each semester. Students should make appointments during the advisor's scheduled office hours.

THE ADVISING CENTER

The Advising Center serves as the hub of the Massachusetts College of Art Advising system. Supplementing faculty advising for each student, the Advising Center helps students understand curriculum requirements and specific academic procedures. The Director of Academic Advising will counsel students who have individual academic difficulties and/or concerns. These can range from switching major concentrations to participating in Exchange/Mobility programs to performing unsatisfactorily academically to permanently withdrawing from school to

leaving to study abroad to preparing for graduate school. Often, the Director of Academic Advising will refer students to appropriate faculty members, department chairpersons, or members of the administrative or professional staff. It is also the responsibility of the Advising Center to confirm a student's graduation status.

The Advising Center is open 5 days a week, 9am to 5pm, and is in Room 541, Tower Building. Students are encouraged to call Ext. 306 or Ext. 447 for an appointment or drop in at the Center.

ALCOHOLIC BEVERAGES REGULATIONS

I. PREAMBLE: POLICY PRINCIPLES

Massachusetts College of Art is a community dedicated to the academic and personal development of its members, and committed to educational and social programs promoting these ends.

The College recognizes that the use of alcohol in the local community and the larger society can present serious problems, including harm to users and non-users, and the encroachment upon values and rights considered fundamental to educational development and personal well-being.

The College affirms that fundamental responsibility for personal behavior associated with the use of alcohol rests with the individual; however, the College will provide constructive leadership in delineating the rights of community members and protecting these from violation. In addition, the College will maintain and strictly enforce rules and regulations deemed appropriate and necessary to preserving conditions essential to academic and personal well-being.

The College expects faculty, staff, and administrators to be positive role models for students through their own responsible use or non-use of alcohol.

The principal aims of College policy concerning the use of alcoholic beverages on campus include:

Balanced support for activities and programs for those who, by law or by choice, do not use alcoholic beverages.

Formulation and enforcement of regulations for social events and individual conduct, encouraging responsible, moderate and safe use of alcoholic beverages; reducing pressures on those who do not wish to use alcohol in social settings; providing for discipline of those whose use of alcohol is associated with infringements on the rights of other community members.

Provision for information, educational programs and counseling services to support community interests and values affected by social and individual use of alcohol, to minimize problems associated with alcohol use, and to assist all students in pursuing their goals for educational and personal development.

Provide opportunity for community-wide participation in the formulation, dissemination, and enforcement of regulations.

II. LAWS

A. CITY OF BOSTON

No person shall drink any alcoholic beverage as defined in

Chapter 138, Section 1, of the Massachusetts General Laws while on, in, or upon any public way, or upon any way to which the public has a right of access, or any place to which members of the public have access as invitees or licensees, park or playground or private land or place without consent of the owner or person in control thereof. All alcoholic beverages being used in violation of the By-Law shall be seized and safely held until final adjudication of the charge against the person or persons arrested or summoned before the court, at which time they shall be returned to the person entitled to lawful possession. Approval by the Attorney General, July 15, 1974. Published July 22, 23, 24, 1974.

B. LAWS OF THE COMMONWEALTH

The following statements are derived from the laws of the Commonwealth restricting the procurement and sales of alcoholic beverages:

1. No person or group may sell alcoholic beverages without an appropriate license granted by the Commonwealth through the City of Boston.
2. No person shall disturb the peace in any place while intoxicated.
3. No person shall drive a motor vehicle while under the influence of alcoholic beverages.
4. No person or group shall otherwise procure or purchase alcoholic beverages for the purpose of consumption by a person under twenty-one (21) years old unless the acquiring person is the spouse, parent, or legal guardian of the person under twenty-one (21).
5. A person under twenty-one (21) years of age shall not use the liquor identification card of another, or alter or deface such a card, and shall not knowingly transport or carry on his/her person any alcoholic beverages, unless accompanied by a spouse, parent or guardian.
6. No person shall be served alcohol without the appropriate I.D., that being a valid state driver's license or a Liquor Purchase I.D. Card.

According to the Massachusetts General Laws Amended, Chapter 138, Section 34A or the Liquor Control Act, any person under twenty-one (21) years:

- who purchases alcoholic beverages
- who procures alcoholic beverages in any way
- who willfully misrepresents his or her age
- who alters...
- who defaces...
- who falsifies his or her identification with intent to purchase alcoholic beverages shall be punished by fine up of to \$300.00

C. OUTLINE OF THE NEW DRINKING DRIVER LAW

1. First Offense - Operating under the influence
 - fine of not less than \$100, not more than \$1,000, or...
 - imprisonment of not more than 2 years or ...

-both

-up to 1 year loss of license

If there is no serious personal injury, the court may choose the following option:

a. Driver Alcohol Education Program (DAEP)

- \$400 cost with \$200 for program and \$200 to a special fund for the support of programs "for the apprehension, treatment and rehabilitation..." of DWI's.

b. Thirty day loss of license (suspended, may be held at court house).

c. Alternatives: jail, inpatient treatment, minimum of 30 hours of community service work. (These are in addition to a. and b.).

2. Second Offense - Previously convicted or assigned to DAEP or rehabilitation programs by court within six years

-fine of not less than \$300, not more than \$1,000 and...

-imprisonment for not less than 7 days, not more than 2 years.

-loss of license for 2 years (can reapply after 1 year; may require community services) or...

-can be placed on two years probation and participate not less than 14 days residential treatment program.

3. Third Subsequent Offense Within Six Years

-fine not less than \$500, not more than \$1,000 and

imprisonment for not less than 60 days, not more than 2 years.

-five years loss of license (can reapply after two years)

4. Operating After Revocation

5. Motor Vehicle Homicide

-imprisonment at state prison for not less than 2-1/2 years, not more than 10 years and ...

-fine of not more than \$5,000 or jail or house of correction for not less than 1 year, not more than 2-1/2 years and ...

-fine of \$5,000

-10 years loss of license - minimum

III. GUIDELINES

Pertaining to sale, distribution, consumption of alcoholic beverages.

A. When alcoholic beverages are served as part of a campus activity, food and non-alcoholic beverages must be available. Alcoholic beverages may not continue to be served if non-alcoholic beverages or food run out.

B. Advertising for activities where alcoholic beverages are being served cannot place the emphasis on alcohol.

C. All alcoholic beverages must be sold for an individually priced amount. Selling alcohol at "5 for \$1.00" or "2 for 1" is not permitted.

D. No more than two (2) alcoholic beverages shall be sold and/or served to a patron at one time.

E. The serving of alcoholic beverages at campus sponsored activities

- must stop one hour before the close of the activity.
- F. It will be the responsibility of the licensee (individual or group) sponsoring the activity to properly assure that participants are of legal age. Proper identification includes only the following: A valid driver's license or a Massachusetts ABC card.
- G. Individuals, organizations or groups sponsoring activities where alcohol is served shall abide by the established regulations and ordinance enacted by the Commonwealth, City of Boston or Boston Licensing Commission. No alcoholic beverages are offered for sale on College property except when approved by the appropriate Vice President and when authorized by a duly issued liquor license. The license application must have the prior approval of the Vice President of Student Affairs or his designee, and will be signed by a College administrator.
- H. The sponsoring individual or group is responsible for obtaining a copy of this policy prior to the event and will be held accountable for carrying out policies.
- I. No social event shall include as part of the activities any form of "drinking" contests.
- J. Institutionally approved security personnel may be required to be present at alcohol related activities.
- K. No alcoholic beverages may be served in conjunction with events where the distribution to persons of legal drinking age cannot be controlled.
- L. Alcoholic beverages may not be given away as part of the activities sponsored by College recognized clubs or organizations.
- M. Alcoholic beverages are not permitted to be offered as prizes.
- N. Open alcoholic beverage containers are not permitted to be brought into buses and vans which have been rented by College recognized clubs and organizations for the purpose of transporting participants to and from off-campus events.
- Additionally, open containers, including but not limited to bottles, cans, cups, mugs, pitchers, and pouches, of alcoholic beverages or previously opened containers (seal broken) of alcoholic beverages are prohibited from all College buildings and grounds except from areas designated by the College.
- O. Any consumption of alcoholic beverages will take place, unless otherwise specified, in the following areas only: Trustee Room, Cafeteria, Galleries, Quadrangle, "Crackatorium", and Conference Rooms. Consumption of alcoholic beverages or having open containers in studios, classrooms, roadways, and parking areas of the College is strictly forbidden.
- P. Appropriate request forms and procedures for events will be developed by the Vice President of Student Affairs or his designee. These forms will be available in his office. Alcoholic beverages shall not be offered or consumed by an individual on the Massachusetts College of Art Campus except in accordance with these regulations and for special events or functions when approved by the Vice President of Student Affairs (or his/her designee).
- Q. No outside announcements will be made without the express approval of the Vice President of Student Affairs.

- R. The College defines alcoholic beverages as only wine or beer. Any other form of alcohol is strictly prohibited on campus.

IV. ENFORCEMENT

- A. All violators of these regulations will be brought before the Committee on Student Rights for disposition of their cases.
- B. Intoxicated persons, anywhere in College buildings or on College grounds, shall be subject to police intervention including protective custody, arrest if warranted, or other appropriate action.
- C. The officers of an organization granted a license to sell or otherwise dispense alcoholic beverages at a group function shall be responsible for implementing the alcoholic beverage regulations and shall comply with any additional requirements imposed by the Vice President of Student Affairs. An organization which does not properly supervise conduct in the area of the function may have its alcoholic beverage privileges suspended and the officers of said organization shall be subject to College disciplinary procedures and/or legal action.
- D. In the event of any situation which endangers persons or property or disrupts academic, administrative, or other related support activities, the College may temporarily prohibit the use or possession of alcoholic beverages in College buildings or on College grounds.
- E. Alcohol Abuse Counseling: When deemed appropriate, the Vice President of Student Affairs shall have the option of referring a student, who agrees, to alcohol abuse counseling/education or Alcoholics Anonymous for assistance.

V. POLICY REVIEW

- A. The responsibility for the formulation and implementation of future alcoholic beverage policies and regulations, including those governing the management of any club, bar or restaurant on campus which shall offer alcoholic beverages for sale and use, shall rest with the Student Affairs Committee, whose recommendation, as usual, shall be forwarded through the appropriate governance procedures of the College. All matters involving student personnel policies, including alcoholic beverage policies and regulations, rest in the ultimate authority of the President and Trustees of the College.
- B. The Massachusetts College of Art's Alcohol Policy/Regulations are subject to review and revision in response to any issues or problems which may develop.

OFFICE OF ALUMNI AFFAIRS AND DEVELOPMENT

The Office of Alumni Affairs and Development serves the dual, yet complimentary, function of providing support to both the College's Alumni Association and the Foundation.

The Alumni Association exists to provide professional support to the College in a variety of forms. Each person who completes one year or more of study in a degree-granting program is, upon leaving Mass Art, a member

of the Alumni Association. The Association is governed by an elected Executive Committee of 16 alumni which organizes activities that help to keep alumni informed of the College's goals and programs so that the alumni can assist in promoting the College as an educational institution, in raising funds to support specific programs and in helping students to move toward their career objectives. The Association also serves as a networking system for alumni to be able to keep up-to-date on each other's work.

The Foundation is a non-profit, tax-exempt organization with a Board of Directors whose membership includes College administrators, faculty, alumni and corporate representatives. The Foundation is charged by the College Board of Trustees with the responsibility of leading all College efforts to raise funds for all non-state-funded programs that are initiated by students, faculty, administrators and/or alumni.

As part of its development work, this office chairs the Development Committee which has review and oversight responsibilities for all approved, College-related grant requests regardless of whether the grants are to be administered by the Foundation, the College or individuals.

For more information regarding either the Alumni Association or the Foundation, contact Stephen C. Farrell (Ext. 260).

ATTENDANCE

During the first week of classes, instructors clearly state their expectations with regard to performance and attendance, and their method of maintaining attendance. They explain their expectations with regard to make-up work and examinations which may be necessary due to the absence of either party.

CANCELLATION ANNOUNCEMENTS

Cancellation of classes due to inclement weather is announced on AM stations WBZ(103), WRKO (68), WHDH (85), and WHTT (FM103).

CAREER RESOURCES

One of the vital services of the Career Resources Office is the provision of career guidance and job opportunities to students, beginning in the freshman year and continuing even after graduation.

The focus of the Career Resources Office is to give you the know-how to get or create the job you want. We encourage you to develop your portfolio and resume so that employers can assess you better. It is as important to use your creativity in job hunting as it is in your art work.

Workshops are offered during the school year on resume writing, preparing a cover letter, portfolio preparation, interviewing techniques, finding grants, and in grant proposal writing.

Internships allow you to earn credit while working in a professional environment of your choice. The Internship Coordinator will assist you in finding the internship you want and coordinate your progress with the employer or host organization. Through an internship, you can get the hands-on experience you need to look for a permanent position,

realistically test options in your chosen field before graduation, improve your portfolio and develop professional work habits.

A 3-credit "Artist Survival" course (Business Skills for the Artist and Designer), is offered by the Director each semester, which introduces the student to the business and real-life aspects of the arts. Weekly speakers will share their experiences and expertise and will introduce the student to grantsmanship, artist colonies, galleries and working with them, artist's unions and associations, the legal aspects of the artist's life and prepare them to become managers of their own art form upon leaving the college.

We encourage you to use the office for part-time and free-lance work; and when alumni, for full-time jobs; and to establish a file with us with recommendations, etc., which will be available to you throughout your career.

CHANGE OF MAJOR (UNDERGRADUATE)

Students who wish to change their major must obtain a Change of Major form from the Registrar's Office. Using this form, students would then obtain the signatures from the department chair of their current major, the department chair of their desired major, and the Director of Advising. The student would then return the form to the Registrar. Students are required to provide justification for this transfer. A change of major would affect progress towards meeting graduation requirements. Students are encouraged to visit the Advising Center (T541) to discuss this effect on their academic progress.

COLLEGE CALENDAR

The College Calendar is located on the 3rd Floor Cafeteria Bulletin Board. Activities, events, etc., at the college will be posted on the Calendar on a month to month basis. The information will also be available in the Calendar section of the Newsletter. Submissions to the College Calendar can be dropped off in writing in the Student Affairs Office (T633) or phoned in (Ext.373) by the Newsletter deadline: Wednesday at Noon.

CONTINUING EDUCATION

Full-time students may sign up for spaces in Continuing Education courses. These spaces are not identified as available and are not confirmed by Continuing Education until the day before each course's first class. Day school students must pay tuition and lab fee, which varies with each course.

Continuing Education courses meet regardless of day school vacations, professional days, registration days, review boards, or exams. They do not meet on state holidays. There is a \$5.00 charge for any Continuing Education course change, addition or withdrawal.

COUNSELING SERVICE

Students experience a variety of pressures and changes in college.

Sometimes issues become overwhelming for one person to handle alone. The services of a Licensed Clinical Social Worker are available for consultation to all students at no cost. Discussions may deal with academic, family, social, sexual or other personal concerns and may help a student gain new perspective and insight or explore alternative ways of dealing with a problem.

In order to facilitate open and honest discussions, the Counseling Service maintains strict standards of privacy and confidentiality. Contact with the Counseling Service is not made part of a student's permanent academic record and no information is released inside or outside of the College without consent of the student.

The Counseling Service is located in T650 next to the Health Office. Appointments are recommended and made by stopping in or calling Ext. 364. Drop-in hours are posted in the Newsletter at the beginning of each semester.

COURSE_CHANGE

A student who is already registered may add or drop courses within the Add/Drop period by completing an Add/Drop Form available in the Registrar's Office. After the Add/Drop period ends and before mid-semester, a student may withdraw from a course using a Withdrawal Form (available in the Registrar's Office).

ADD: A student needs to complete an Add/Drop Form and obtain the signatures of the student's faculty advisor and the instructor of the new course.

DROP: A student needs to complete an Add/Drop Form and obtain the signature of the student's faculty advisor. Students are encouraged to inform the instructor of the course. Failure to officially drop a course will result in a W (Withdrawal) or NC (No Credit) grade on the student's grade report.

WITHDRAWAL: A student needs to complete a Withdrawal Form and obtain the signature of the student's faculty advisor. Students are encouraged to inform the instructor of the course. Failure to officially withdraw from a course will result in a NC (No Credit) grade on the student's grade report.

COURSE_LOAD

A full-time student is defined as one taking twelve or more credits per semester. A part-time undergraduate load is six to nine credits per semester. Full-time undergraduate students who wish to complete their course work in 4 years need to assume (on the average) 33 credits per year.

CREDIT_HOUR_RATIO

Critical Studies, Art Education and studio critique courses use the standard Carnegie Unit; twelve to fifteen contact hours equal one semester credit (during a fifteen week term, a 3 credit course meets three hours per week for a total of forty-five contact hours). Studios have a higher ratio

(3/2) of contact to credit hours; they meet four and one-half hours per week for three semester credits.

CURRICULUM

1. ACADEMIC PROGRAMS

The College offers the following programs:

Bachelor of Fine Arts (BFA) - an undergraduate degree program of 132 credits which can be pursued on a full or part-time basis.

Master of Fine Arts (MFA) - a graduate two-year degree program of 60 credits which must be pursued full-time.

Master of Science in Art Education (MSAE) - a graduate program of 36 credits which can be pursued on either a full or part-time basis.

Teaching Licensing Program - for students with a strong studio art background who want to be licensed to teach art in Massachusetts and 32 other states.

Graphic Design Certificate - a 12-course evening program for students with college level art course work, and a minimum of 60 college credits, that prepares them for careers in Graphic Design.

Professional and Continuing Education Program - an evening program that provides studio and academic courses for students in all the formal programs and for the general public.

2. There are 19 areas of Concentration at the College

MAJOR	CONCENTRATION	DEPARTMENT	ROOM/PHONE
Art Education	Certification Studio Education Museum Education	Art Education	N279/x411
Critical Studies	Art History	Critical Studies	T533/x314
Design	Graphic Design Illustration Architectural Design Fashion Design Industrial Design	Design	T624/x345
Fine Arts	Ceramics Fibers Glass	Fine Arts/3D	L400C/x475

Fine Arts (cont)	Metals Sculpture Painting Printmaking	Fine Arts/2D	C153/x402
	Filmmaking Interrelated Media Photography	Media & Performing Arts	L400D/x217

3. Common Features Of All Programs Of Concentration

Concentrations are similar in their course structure. Usually a concentration includes the following distribution of courses: 15 credits in CORE, 42 credits in Critical Studies, 39 credits in the concentration, and 36 credits in electives - altogether a total of 132 credits. The tally sheet for each concentration describes the exact distribution of CORE, Critical Studies, and studio courses. (In Design and Art Education, electives must be studio courses; in Fine Arts areas, and Art History, electives can be studio and Critical Studies.)

DEBTS

Students or former students who are listed by the Business Office as having unpaid debts for tuition, room, board, medical or other College related charges will not (1) be issued any diploma to which said students might otherwise be entitled; (2) be permitted to register for any program at any State College for which said students might otherwise be eligible; and (3) be furnished a certified copy of any State College transcript (unless said transcript is needed to obtain any benefits related to service in the United States Armed Forces). Although said students will be entitled, upon written request, to inspect and review uncertified copies of their transcripts.

DIRECTED STUDIES

Directed Studies is an individualized program where Senior students present a clear, specific project in a Critical Studies or Art Education area. The form available in the Registrar's Office will require students to submit a description of the project, a bibliography, and 6 scheduled meeting times with the faculty who will supervise the project. Again, this 3 credit studio option is only for Seniors.

DUAL_CONCENTRATION/DUAL_MAJOR

Students who choose a Dual_Concentration complete the requirements of two concentrations within the same major. Example: painting and film (both in Fine Arts); the studio education option and the museum education option (both in Art Education).

Students who choose a Dual_Major complete the requirements of two concentrations offered within different majors and departments. Example:

painting (Fine Arts) and art history (Critical Studies).

Whether or not it is feasible to combine majors or concentrations depends on the particular areas a student is interested in. Students may need to speak to chairpersons of relevant departments to assess additional time commitment.

ESCORT/SHUTTLE SERVICE

The Public Safety Department will be operating a Campus Shuttle Service during evening hours. The Shuttle will begin at 6pm and continue until 1am each evening.

The Campus Shuttle, in addition to making stops at Tower and Longwood, will also stop at the T stop in Kenmore Square at least once an hour. A schedule of all Shuttle stops will be developed at the beginning of each semester and posted throughout the campus.

EXCHANGE/MOBILITY PROGRAMS

ALTERNATIVE STUDY OFF CAMPUS

1. Cross Registration Opportunities

Students are fortunate not only in the rich diversity of courses at the College, but also in their access to the extensive resources of other educational institutions through a system of cross registration. Mass Art is a member of three groups of institutions which permit such exchanges.

- a. PRO ARTS CONSORTIUM (Office at Mass Art, 232-1555, Ext.259, Tower Building, 11th Floor)

Boston Architectural Center
Boston Conservatory of Music
Emerson College
Massachusetts College of Art
School of the Museum of Fine Arts

Courses in Consortium schools of particular interest to Mass Art students include:

urban architecture, physics and math: Boston Architectural Center
languages, instrumental music, voice, dance: Boston Conservatory
performance, theater arts, communications: Emerson
a range of fine arts studio courses: School of the Museum of Fine Arts

- b. COLLEGE ACADEMIC PROGRAM SHARING (CAPS)

Bridgewater State College
Fitchburg State College
Framingham State College
Massachusetts College of Art
Massachusetts Maritime Academy
North Adams State College
Salem State College
Westfield State College
Worcester State College

c. PUBLIC COLLEGE EXCHANGE PROGRAM (PCEP)

Bunker Hill Community College
Massachusetts College of Art
Roxbury Community College
University of Massachusetts/Boston

Exchange programs with the other state colleges (CAPS) and with the Boston-based community colleges and the University of Massachusetts/Boston (PCEP) give students access to a wide variety of liberal arts courses. For example, students can take courses in languages and in areas of math and science that supplement our own program.

2. Cross-Registration Procedures

- a. obtain form from the Registrar's Office
- b. on the Cross Registration form, fill in the course you wish to take
- c. secure the signature of your advisor
- d. secure approval from the Registrar
- e. take the form to the host college
- f. deadlines vary by semester

3. Mobility Program

- a. Opportunities
Students can study for a semester at another art school in their junior year in which the student pays Mass Art fees rather than the tuition costs of the private institution. The Consortium of East Coast Art Schools (CECAS) consists of :

Cooper Union
Maryland Institute College of Art
Massachusetts College of Art
Nova Scotia School of Art and Design
Otis Institute
Parsons
Pratt Institute
Philadelphia College of Art
Rhode Island School of Design
The School of the Museum of Fine Arts
Tyler School of Art

- b. Procedure
To apply to the East Coast Art School Mobility Program, students need to complete an application (available in the Registrar's Office); obtain the approval of both their advisor and department chairperson; submit a 1 page proposal explaining their reasons for participating in this program; and meet with the Director of Academic Advising, who is the college's Mobility Coordinator.

4. Foreign Study Programs

To find out about foreign study programs, students should consult the Advising Center (5th floor, Tower Building, Ext.447), their chairperson, and/or the Director of Career Counseling (6th floor, Tower Building).

5. Summer Study Off Campus

Students who want to take courses in the summer for credit off campus can do so, providing their advisor approves the courses in advance.

EXHIBITIONS

The College has many areas which are used as gallery and performance spaces:

Thompson Gallery
B Floor, Longwood Building

North Hall Gallery
1st floor, North Building

Student Gallery
2nd Floor, Tower Building

A-4 Photography Gallery
A Floor, Longwood Building
Longwood Theater
A Floor, Longwood Building

Space 46
C Floor, Longwood Building

Tower Auditorium
Tower Building

Palace Road Theater
Collins Building

Eleventh Floor Gallery
11th Floor, Tower building

Annheim Gallery
1st Floor, North Building

Art Camp
B Floor, Gym Building

In addition, exhibitions of work by students in Core, Painting, Printmaking, and Art Education are exhibited in corridor spaces in North and Collins Buildings.

Several exhibitions related to Mass Art are also presented at Alchemie Gallery (286 Congress Street, Boston), thanks to the generous sponsorship of Theodore Landsmark, Assistant to the President, Affirmative Action.

Exhibitions, performances, and openings are announced in the College Newsletter. These can be an important part of your education in the visual arts!

For information about exhibition schedules, contact Jeff Keough, Director of Exhibitions. The Student Gallery schedule is organized by TJ Norris, Vice President of the SGA. The Tower Auditorium, Quadrangle, and Cafeteria are scheduled through James Williams, Director, Public Space Development.

EXHIBITIONS POLICY

Assumption

Exhibitions serve as an ongoing resource for the college community. It is the intent of Exhibitions to demonstrate the visual articulation of ideas and values. Exhibitions of a professional art college reflect the diversity of the College itself; subsequently, exhibits will include a wide range of media and themes and, whenever possible, relate to visiting artists and lectures. Artistic freedom and responsibility are essential in conceiving and carrying out the exhibition program.

Exhibitions Coordinator

The Exhibitions Committee is the College's governance forum which serves as a decision-making body for exhibitions, visiting artists, and the use of Massachusetts College of Art "exhibiting space". The Director of Exhibitions coordinates and oversees all exhibition activities which include: planning, scheduling, installing, jurying, securing safety, and handling grievances.

Exhibitions in Non-Public Spaces

Non-public spaces are defined to be those where participation in the exhibition is at the viewer's option and controlled access is possible, such as enclosed gallery settings. On campus, such spaces include the North Hall Gallery in the North Building, 11th Floor Gallery in the Tower Building, Thompson Gallery at the Longwood Building, and Student Gallery on the 2nd floor in the Tower Building. The Director of Exhibitions is authorized to approve and implement exhibitions within designated non-public spaces. The following indicates who is responsible for scheduling each gallery:

North and 11th Floor	Director of Exhibitions and Exhibitions Committee
Thompson Gallery	Graduate Program Coordinator and Exhibitions Committee
Student Gallery	Student Government Association

The Director will review any doubtful issues of safety and security with the Offices of Academic Affairs, Facilities, and Public Safety.

Exhibitions in Public Spaces

Public areas on campus include all lobby and hallway areas in campus buildings, the Tower Auditorium, the Longwood Theater, the Cafeteria, and all exterior grounds areas adjacent to all buildings, including the Quadrangle at the Huntington Avenue campus. Public areas also include displays in street-facing windows. Plans for college sponsored exhibitions off-campus should be reviewed and scheduled in advance with the Exhibitions Committee.

The Director of Exhibitions and the Director of Public Space are authorized to approve and implement exhibitions within designated public spaces. Forms can be obtained in the Office of Exhibitions, Room 538, Tower Building. These forms need to be filled out by the student and signed by the Director of Exhibitions and by the Director of Public Space. They will review questionable issues of safety and security with the Offices of Academic Affairs, Facilities, and Public Safety.

Exhibition Safety

The Director of Exhibitions must be assured that exhibiting works are safely secured and that they are not interfering with a fire exit, passageway access, public doorway, or fire safety equipment. Pieces with protruding edges or points must be carefully mounted or in some cases protected by a rope barrier. Works should not be constructed of materials that are health hazards and that are easily flammable.

All decisions relating to safety of Exhibitions authority lie with the Director of Exhibitions and/or the Director of Public Safety. Appeals of such decisions can be made to the Academic Vice President.

Legal Liabilities

Every effort will be taken by members of the Security Department to insure that an exhibit is protected. However, no liability is assumed by the College unless agreed to in advance. Individuals considering exhibition of works are urged to contact the Director of Public Safety before installation for suggested techniques to increase the security of an exhibition.

Artistic Freedom and Grievance

The college encourages artistic experimentation, discovery, and self-expression. Learning and creativity involve taking risks. However, the school will not allow the exhibition of work which endangers the health and safety of any community member or the security of a building.

If an exhibitor has any questions regarding the "artistic freedom limits" of a particular piece, he/she is advised to consult with the Director of Exhibitions prior to the exhibition. For existing pieces in a current exhibition, all questions of artistic freedom must be directed to the Director of Exhibitions.

If necessary, the Director of Exhibitions will consult with the Exhibitions Committee and the artist (in question). If a piece is

temporarily removed by the Director of Exhibitions, the artist may follow a grievance through the following procedure:

1. A brief written grievance is presented to the Director of Exhibitions, who will place the grievance on the agenda for the next possible Exhibitions Committee meeting.
2. The Exhibitions Committee members will review the grievance and Exhibition policy at the meeting.
3. Aggrieved party(ies) will be notified of when to appear before the committee to make a short presentation.
4. The Committee's decision will be entered into the minutes, sent to the aggrieved party(ies), and the Vice President of Academic Affairs.

Any questions regarding Exhibitions and/or Exhibitions policy should be addressed to the Director of Exhibitions. The Exhibitions Office is located on the 5th Floor, Tower Building, at Ext.550.

FINANCIAL AID

The Massachusetts College of Art Financial Aid program is designed to make it possible for any qualified student to attend our college. Presently, almost seventy percent of our students receive financial assistance totalling more than two million dollars.

A quality college education could be the best investment you will ever make. As with most sound investments, there is time, energy and expense involved. It is important to begin planning now on how to best meet the financial needs of your collegiate education by taking advantage of the variety of available financial resources, you can choose the college that will best meet your educational goals.

For further information regarding application procedures, types of aid and eligibility, contact Ken Berryhill, Director of Financial Aid, in T803, at Ext. 378.

GRADING SYSTEM

Commencing AY 87/88 and continuing without interruption until AY 91/92 the following departments have elected to institute a letter grade system: ART EDUCATION; CRITICAL STUDIES; DESIGN; and FINE ARTS 3D. The departments of FINE ARTS 2D and MEDIA/PERFORMING ARTS will continue grading with the Pass/No Credit system.

Beginning in Fall 1987 a dual system of grading will go into place for the departments which have chosen the letter grade option. Letter grades will be given and forwarded to the Registrar's Office which will convert them to P/NC grades on Official Transcripts. The letter grades will be reported to the student on the Semester Report of Student Achievement, and maintained on a cumulative Grade Report.

The grading policy will be altered with the entering class in Fall 1988 (the class of 1992) for any Department electing the letter grade option. In those Departments letter grades will be given and maintained on Official Transcripts.

The letter grading system should consist of the following denotations:

<u>Grade</u>	<u>Denotes</u>	<u>Credit</u>	<u>Grade Points</u>
P	C or better	3	-----
A	Superior Work	yes	4.00
A-		yes	3.66
B+		yes	3.33
B	Good Work	yes	3.00
B-		yes	2.66
C+		yes	2.33
C	Adequate Work	yes	2.00
C-		yes	1.66
NC	No Credit	no	0.00
F	Unacceptable Work	no	0.00
INC	Temporarily Incomplete Work	no	N.A.
W	Withdrew	no	N.A.

All grades which are not INC, F, NC, W shall appear on Massachusetts College of Art transcripts.

Letter grades given may be used by a Department to drop from their enrollment any student who is not maintaining acceptable academic progress.

Further Clarification of Grades

H-Honors - the Department designation reserved for those students who have done exceptionally distinguished work within the framework of the course. A student may not contractually opt for Honors. Faculty members desiring the "H" for a student must make a written nomination to their Department Chairperson, detailing the qualifications of the candidate for the distinction. The procedure for Honors is as follows: The Department Chairman will appoint a three member committee consisting of her/himself, the nominating instructor and one additional instructor within the Department. If the "H" is conferred by the vote of the Department, the nomination form will be forwarded to the Registrar and become part of the student's file. The signature of both the instructor and the Department Chairman must appear on the recommendation.

INC-Incomplete - a temporary designation indicating that at least 80% of the course requirements have been met and that the remaining course requirements are expected to be completed and a permanent designation

issued, by the subsequent mid-semester. The student is responsible for having a Missing Grade/Change of Grade form completed and filed with the Registrar.

W-Withdrawal - signifies that the student withdrew from the course before the end of the semester. This designation will appear on the student's evaluation report at the end of the semester, but will not be recorded on her/his permanent transcript.

NC-No Credit - signifies that the student's work was not acceptable in the course and therefore credit cannot be granted. This designation will appear on the student's evaluation report at the end of the semester, but will not be recorded on the permanent transcript. If received in a required course, the course must be re-taken and passed.

Clarification - Students may request written explanations of any of the above designations. A simple Clarification Form is available in the Registrar's Office.

GRADUATION POLICY

All senior students must meet with their advisors in the Fall to go over their transcripts and to plan for their Spring Semester schedule. These students are also expected to meet with the Director of Academic Advising to review their graduation standing. If all requirements have been met, an "Intent to Graduate" form, signed by both the student and the advisor, must be submitted when senior students register for Spring Semester classes.

To graduate, students will need to have completed all distribution requirements (major, Critical Studies, and elective) and a minimum of 132 credits by Commencement Day. (Incompletes can not be applied toward graduation requirements.)

To participate in the Commencement Ceremony you will need to have completed all your major concentration requirements and a minimum of 126 credits by Commencement Day.

Students who will be 3 or 6 credits short of completing graduation requirements after Spring Semester will be allowed to participate in the graduation ceremony only if these courses are not in their major concentration. The one or two courses remaining must be completed during the summer. Students who are 'short' by graduation will receive their degrees and diplomas the following Spring.

Diplomas will be issued to students whose transcripts show that all graduation requirements have been completed. Transcripts need to include all Spring Semester grades and, therefore, diplomas usually will be sent to students around the middle of June.

GRIEVANCE PROCEDURE FOR STUDENTS

If an issue should arise in which a student believes that he/she has a genuine grievance, the student will make every attempt to resolve the differences existing with the appropriate parties or individuals.

In the case that the grievance is based on the action of a particular individual and resolution has not occurred in step one, the student will arrange to meet with that individual's immediate supervisor who will, using his/her best judgment, attempt resolution.

Failing agreement at this level, the student will articulate his/her grievance to the appropriate Vice President or his/her designee responsible for the area under consideration. The Vice President will meet with the student and other concerned parties in order to insure a proper hearing of all the facts being debated and may, in due course, propose or effectuate a remedy.

If for any reason, an impasse occurs and satisfaction has not been obtained, the student may proceed with step four of the grievance procedure in which the grievance, presented in writing -- which may include a proposed solution -- will be forwarded to the President of the College with all documents, testimony and other relevant information where a decision will be rendered.

GYMNASIUM

The Gymnasium is located in the center of the campus. You can get to the Gym by passing by the school store and following the signs to the Gym.

The Gym houses a basketball court, volleyball court, three squash courts, a dance studio, weight training rooms, a wrestling room, locker rooms for men and for women, and a men's and a women's shower. Athletic equipment can be reserved through the Student Activities Office (T633). Check-out hours will be posted each semester.

HAZING

The Commonwealth of Massachusetts has passed the following Act prohibiting the practice of hazing:

"Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections: -

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the Board of Regents of Higher Education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."

HEALTH AND ACCIDENT INSURANCE

The college is pleased to offer a comprehensive health/accident policy for the 1987-88 academic year. The provider will be Blue Cross-Blue Shield. This policy is mandatory by hard waiver. This means that all students are required to take this insurance unless they have existing coverage. In that case you will need to provide the Business Office with the following information:

- 1) Name of insurance company
- 2) Name of subscriber (name of person policy is written for)
- 3) Expiration date of policy

Coverage - Accident

BC/BS covers care required as a result of an accident in full, for the first \$1,000.00, then 80% of additional accident related expenses to the policy maximum of \$10,000.

Inpatient: Coverage for illness

BC/BS provides full payment of semi-private room and board for the first three days of hospitalization and then 80% of any additional days. It also covers the full usual and customary charge of medical, surgical and obstetrical physician services.

Outpatient: coverage for illness

- Full coverage diagnostic x-ray and laboratory
- Surgical services
- Second surgical opinions for a specified list of Blue Shield procedures
- Outpatient department, home and office medical consultations when referred by the College Health Service
- Prescribed medicines - student pays the first \$4.00 with BC/BS paying the rest regardless of cost, (birth control pills are not covered)
- Voluntary abortions are covered in full

- BC/BS pays 80% of the physician's charge for the surgical extraction of impacted teeth
- BC/BS pays 80% of out-patient physicians charges
- Out-patient psychiatric benefits will be paid at 80% of the usual and customary allowance up to a maximum of \$500.00 over a twelve month period.
- Admissions to a cooperating mental hospital or detoxification facility are limited to 60 days per calendar year. Coverage is 100% for the first three days and 80% thereafter to the policy maximum.

NOTE:

There is no waiting period for coverage to begin and no pre-existing condition clauses. It should be noted that when total claims for one policy year total \$10,000.00, then the policy has been exhausted. In view of this, efforts toward cost containment are necessary to assure each student continued coverage. Example: It would be unwise to use the emergency room for treatment of a non life-threatening condition which could be managed at the College Health Service, a medical walk-in service, such as Beth Israel Hospital (which is a ten minute walk from the College), or a physician's office. Of course, if there is a life-threatening medical emergency, then you seek out the best care at the closest facility!

A great deal of time and thought has gone into the design of this policy and the selection of the provider. We hope that your experiences with the College Health Office and BC/BS are favorable.

HEALTH SERVICES

College life can be physically and emotionally demanding as well as intellectually stimulating. Students having physical problems or health maintenance needs are encouraged to visit the College Health Office. All such consultations are confidential.

Basic medical care including physical exams, management of acute illnesses, gynecological services and basic laboratory procedures are provided.

The College Health Office is staffed by an A.N.A. Certified Nurse Practitioner. A Physician is available by appointment one day a week. A resource/referral file has been established to assist students in securing quality, low-cost auxiliary care in the Boston area.

HOUSING

Massachusetts College of Art does not provide dormitory housing for students. The Housing Office is available to assist students in finding suitable off-campus housing and compatible roommates.

A bulletin board listing available apartments, rooms, studios, and students in need of roommates is located in the corridor of the 6th floor Tower Building.

I.D. CARDS

Student I.D. cards are issued by the Public Safety Department and should be carried at all times. These cards are necessary for admission to buildings and parking and are useful in obtaining student discounts from many Boston businesses and institutions. Loss should be reported and arrangements made for replacement. There is a \$5.00 fee for replacement I.D.'s.

INDEPENDENT STUDY

Students may choose to work with an instructor on an independent basis. A brief description of the project must be submitted prior to registration and approved by the instructor, the advisor and the Department Head. Independent Study forms are available in the Registrar's Office.

LEAVE OF ABSENCE

A leave of absence may be obtained for a period of one academic year. In exceptional cases, the leave may be extended for one additional year.

Students need to have their Leave of Absence form (available in the Registrar's Office) signed by their Academic Advisor, Vice President of Student Affairs or designee, Business Office, Director of Financial Aid, Dean of Undergraduate Studies, and the Registrar.

LIBRARY

The Massachusetts College of Art Library is located on the twelfth and thirteenth floors of the Tower Building. The Slide Library is in the Tower Building, Room 541. The library houses a collection of approximately 80,000 bound volumes, 425 periodical titles, 72,000 slides, 550 films, 200 video tapes, plus posters, records, etc. The Library is open Monday to Thursday, 8:30am to 9pm; Fridays, 8:30am to 5pm; Saturdays, 10am to 4pm; and Sundays 2pm to 6pm. Summer and vacation hours are posted. The Library is closed on all State holidays.

All library patrons must have a current Mass Art I.D. card. Your card is required even when using materials in the library. Summer use cards are also issued by the Public Safety Office.

You may renew books by phone. The library charges fines on overdue books, so make sure that you avail yourself of this renewal policy.

LIBRARY CONSORTIUMS

The College of Art is a member of the Fenway Library Consortium, a group of local libraries which have agreed to share resources. Students are admitted to member libraries and allowed to borrow upon presentation of current Mass Art I.D. card.

The member libraries of the Fenway Library Consortium are:
Brookline Public Library
Emerson College

Emmanuel College
Hebrew College
Massachusetts College of Art
Massachusetts College of Pharmacy
New England Conservatory of Music
School of the Museum of Fine Arts
Simmons College
Suffolk University (College Library)
University of Massachusetts/Boston
Wentworth Institute of Technology
Wheelock College

Mass Art students may also use the libraries of the other twenty-eight public institutions of higher education in Massachusetts, one of which may be in your home-town area.

USE OF OTHER LIBRARIES

Some libraries of private colleges and universities admit a student from another institution for a specific purpose if a letter from the student's library is presented. Such letters are issued from the Reference Department of the Mass Art Library after a meeting with the student to determine that a valid need exists.

LOANS

Where the student loan check requires the endorsement of the education institution, the institution shall first require the endorsement of the student borrower and shall then deposit the check into the appropriate account maintained by the institution. Thereafter, the institution shall refund to the student by means of its own check or cash, the balance of the loan check which exceeds the amount currently owed by the student to the institution.

LOCKERS

Lockers are located in all areas. A locker can be obtained from the Department where it is located. Students must provide their own locks.

LOST AND FOUND

This department is in the Security Office in the Gym Building. The College cannot assume responsibility for loss or damage to personal property left unattended or stored on campus. All students are urged to bring valuables home daily.

MAILBOXES

Every full-time, part-time, and graduate student will be assigned, alphabetically, a mailbox located in the Tower Cafeteria on the 3rd floor at the beginning of each semester. Check mailboxes frequently for in-house

communications. Massachusetts College of Art will not assume responsibility for delivery of outside mail to student mailboxes.

MASS ART LINE

For recorded information about events on campus, call the Mass Art Line: 739-0794.

MEDIA SERVICES

Slide projectors and other A-V equipment can be reserved in advance from the Media Services Office, 7th Floor, Tower Building. A valid Mass Art I.D. must be produced when borrowing equipment. Students are financially responsible for loss of or damage to equipment.

MINORITY AFFAIRS

The Office of Minority Affairs (OMA) has been developed to assist students of various racial backgrounds and disadvantaged environments. Programs include academic and studio tutorial assistance, scholarship resources and cultural enrichment.

Specifically, the program is designed to help students improve classroom performance and adjust to the rigors of college life. OMA works closely with all support services of the College and with faculty.

Interested students should contact the Office of Undergraduate Studies, Ext. 315.

MISCONDUCT

Students of the Massachusetts College of Art have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the missions and goals of a professional college of art and design. Certain classes of misconduct are universally recognized as being disruptive of the educational process. Committing one or more of the following offenses subjects the involved to the possibility of College disciplinary procedures:

- a. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
- b. Forgery, alteration, or misuse of College documents, records, or identification;
- c. Obstruction or disruption of teaching, research administration, disciplinary procedures, or other College activities;
- d. Verbal or physical abuse of any member of the college community or conduct which threatens or endangers the health or safety of any such person;
- e. Failure to comply with directions of College officials acting in the performance of their duties;
- f. Theft of or damage to College property or property of others while on College premises;
- g. Unauthorized entry to or use of College facilities, equipment or resources;

- h. Violation of the College's alcoholic beverages regulations;
- i. Manufacture, distribution or possession of illegal narcotics or drugs.

SANCTIONS DEFINED

The College maintains the responsibility of levying penalties for behavior, defined above, which contributes to the disruption of the orderly course of education processes on the campus. These sanctions are defined below:

- a. Admonishment: an oral reprimand to the offender that College rules or regulations have been violated;
- b. Warning: notice to the offender, orally or in writing, that continuation or repetition of wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action;
- c. Disciplinary Probation: written notice to the offender that his or her conduct is unacceptable and that he/she will be given the remainder of the term, or a specified period of time, on a probationary status, to demonstrate behavior acceptable to the College;
- d. Suspension: exclusion for a definite period of time from classes and other privileges or activities, as set forth in the notice of suspension;
- e. Expulsion or Dismissal: termination of status as a member of the College for an indefinite period. The conditions of readmission, if any are permitted, will be stated in the expulsion or dismissal letter;
- f. Restitution: reimbursement for damage to or misappropriation of property. Reimbursement may also take the form of appropriate service or repair.

SANCTION PROCEDURE

Adherence to the principle of due process of law is essential in the administration and levying of sanctions. In accordance with this principle, the two elements of basic fairness and clarity of procedure are the foundation for the reporting, investigation and deliberations resulting from alleged misconduct on the part of students at the College of Art.

Following are the steps to be taken in the event that a violation of responsibilities occur:

All cases of misconduct are referred to the Vice President of Student Affairs. The Vice President will make an investigation to determine the validity of the charges. Having done this, the Vice President will meet with the alleged violator in order to inform him/her of the charge(s) and evidence obtained and to offer the student an opportunity to be heard on his/her own behalf.

If the Vice President determines that the findings are against the student, he/she may, at his/her discretion, administer an ADMONISHMENT or WARNING. However, if the facts of the case are unclear or if the gravity of the offense merits a sanction of DISCIPLINARY PROBATION, SUSPENSION or DISMISSAL, the student will be informed that the case must be heard and evaluated by members of the Committee on Student Rights and Responsibilities.

The Committee will be composed of three senior faculty chosen by

the President of the Faculty Federation; three administrators chosen by the President representing Student, Academic and Administrative Affairs; and three students chosen by the Student Government Association. The Vice-President for Student Affairs, while in attendance, is not a voting member. The Vice President will notify all involved parties of the time, place and nature of the proceedings. A quorum of five members must be present in order for proceedings to begin. The Vice President will explain the necessity for confidentiality and will present the facts of the case as they are known. Witnesses will be heard and evidence presented. The accused student will have the right to examine evidence or witnesses and will, in addition, have the right to call witnesses on his/her behalf. Upon completion of all presentations, the Committee will go into executive session and will render a majority judgment, based on the preponderance of evidence, as to the culpability of the accused student. If guilt is found, the Committee will then decide and vote on the level of sanction to be administered and will instruct the Vice President to so inform the student of their decision. The President of the College will retain the right to confirm or reverse the decision of the Committee. Further, the President has the right to temporarily suspend a student prior to a hearing if his/her continued presence may jeopardize the well-being of others. Within ten working days following the Committee's decision, the student has the right of appeal to the Board of Trustees for a College decision of dismissal or suspension for longer than a period of two weeks.

NEW ENGLAND REGIONAL STUDENT PROGRAM

Students who are legal residents of any one of the other five New England states may be eligible for consideration under the New England Regional Student Program if enrolled in a program of study not offered in their home state. Qualified students pay reduced tuition rates (for 1987/8: in-state tuition plus 25% of in-state tuition). Regional students must apply annually for tuition credit allowances. Approved majors under the New England Regional Student Program for 1987/8:

Connecticut: Design, Film, Art Education (Museum Education Program)
Maine: Design, Film, Fine Arts 3D, Photography, Art Education (Museum Education)
New Hampshire: Design
Rhode Island: Design, Film, Fine Arts 2D and 3D, Photography, Art Education
Vermont: Art History, Design, Fine Arts 3D

For information, see the Registrar.

NEWSLETTER

The Mass Art Newsletter is published weekly during the Fall and Spring semesters. It announces information about exhibitions, lectures, and other special events; news about faculty, students, and alumni/ae; and other pertinent items of interest on and off-campus. Newsletters can be

picked up in the Cafeteria; the security desks in the Longwood, Tower and North/Collins Buildings; and in the Student Affairs Office. Information for publication in the Newsletter should be submitted by noon, Wednesday, to the Office of Student Affairs (T633).

NON-DISCRIMINATION POLICY

The Massachusetts College of Art does not discriminate in admission, access for treatment in programs and activities, or employment policies or practices, on the basis of race, creed, sex, color, nationality or ethnic origin, marital status, religion, age or handicap. Accordingly, Massachusetts College of Art complies with Title VI (34 C.F.R. Part 100), and Title VIII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, (34 C.F.R. Part 106), the Age Discrimination in Employment Act of 1963, Section 504 of the Rehabilitation Act of 1973, (34 C.F.R. Part 104) and other appropriate state and federal statutes, regulations, and/or guidelines as they exist and may be amended from time to time. Inquiries regarding compliance with Title VI, Title IX and Section 504, may be directed to Paul V. McCaffrey, Vice President of Student and Community Affairs, Ext. 372, or to Director, U.S. Department of Education, Office of Civil Rights, Region I, Boston, MA.

COMPLAINT PROCEDURE - Section 504 of the Rehabilitation Act of 1973

Massachusetts College of Art recognizes the right of all complainants to file charges of discrimination on the basis of handicap with the appropriate federal agency with or without first pursuing a resolution of the complaint through the college's complaint mechanism.

It is the intent of the Administration of the College to actively respond to all complaints with the hope that it can adequately resolve its own problems.

I. DISCRIMINATION COMPLAINT PROCEDURE FOR EMPLOYEES AND STUDENTS - The following complaint procedure may be utilized by any Massachusetts College of Art employee or student who believes that he/she has been discriminated against on the basis of his/her handicap.

II. DEFINITION - A formal complaint is a written allegation by a student or an employee that he/she has been discriminated against on the basis of a handicap status.

An Area Head is a Vice President of Academic Affairs, Administration and Finance, or Student Affairs.

III. STATEMENT OF COMPLAINT FORM - All formal complaints shall be written on a Statement of Complaint Form which will be available to complainants through the offices of Area Heads and the Section 504 Coordinator.

IV. AN INFORMAL COMPLAINT - Prior to the formal filing of a complaint, an individual may seek the advice and counsel of the campus Section 504 Coordinator in an informal meeting in order to determine the nature of any claim of discriminatory practices and to facilitate an expeditious resolution of the complaint. The Section 504 Coordinator may not involve other individuals in an investigation of the complaint without the complainant's consent.

V. PROCEDURES FOR THE FILING OF A FORMAL COMPLAINT -

DIAGRAM OF COMPLAINT PROCEDURE

Section 504 Coordinator

LEVEL_I*

Facilities Related

Vice President,
Administration
and Finance

Student Related

Vice President,
Student Affairs

Academic Related

Vice President,
Academic Affairs

LEVEL_II

President

*If a complaint does not fall under administrative responsibility of a specific Area Head, the Section 504 Coordinator will be regarded as Step I of the Grievance Procedure.

- A. STEP 1 - AREA HEAD - A Formal Complaint shall be submitted to the Area Head who is responsible for the Administrative or faculty unit in which the alleged discrimination has occurred. The Complainant shall submit documentation to the Area Head. The SECTION 504 COORDINATOR may provide assistance to the complainant upon request to assure that the "Statement of Complaint" form is properly completed.

No complaint shall be filed more than thirty (30) calendar days from the date upon which the complainant has knowledge or should have had

knowledge of the event upon which the complaint is based. However, where the act complained of is one of a continuing nature, the time limit for such notification may be extended. The time limit may also be extended where circumstances beyond the complainant's control prevented the filing of an otherwise timely charge.

The Area Head receiving such notice has ten (10) working days to respond. A response shall consist of a written offer to meet with the complainant to discuss the matter within five (5) working days from the time said offer is made.

The appropriate Area Head or his/her designee shall take the necessary steps to investigate and resolve the complaint and to transmit his/her findings to the complainant in writing.

If an extension of the 15 working days' time period is needed, the Area Head or designee shall notify the complainant and a mutually agreed upon time shall be established.

If the complainant has indicated that the findings and/or resolutions recommended by the Area Head or his/her designee do not satisfy his/her complaint, he/she may appeal that complaint to the President.

- B. STEP 2 - PRESIDENT - The President or his/her designee receiving such notice shall respond to the complainant within ten (10) working days. A response shall consist of a written offer to meet with the complainant to discuss the matter within five (5) working days from

the time said offer is made.

The President or his/her designee shall take the necessary steps to investigate and resolve the complaint and to transmit his/her findings to the complainant in writing.

If an extension of the 15 working days' time period is needed, the President shall notify the complainant and a mutually agreed upon time shall be established.

- VI. **WAIVER** - Failure of the complainant to comply with any provision of the aforesaid complaint shall be deemed to be a waiver of the complaint. Failure of either the Appropriate Area Head to comply with the time limits set forth in the procedure shall cause the complainant to be automatically appealed to the next level in the complaint procedure. The time limits specified in the complaint procedure may, however, be extended in any specific instance by mutual written agreement of the parties.
- VII. **RETALIATORY ACTION** - Massachusetts College of Art assures that no retaliatory action shall be taken against those persons who file complaints of discrimination on the basis of handicap.

PARKING

Parking for students is in the Mass Art lot on Huntington Avenue (across from the Tower Building, behind the Wentworth College buildings). Students must obtain books of coupons (5 coupons per book) to park for \$1.60 per day or \$1.00 after 5pm. Coupons are available in the MASCO Sales and Ticket Office, 221 Longwood Avenue, 1st Floor Lobby, Monday-Friday, 8:30am to 5pm.

Student parking during the day is available on a limited basis in the Longwood lot; students with coupons may use the Longwood lot. Longwood coupons may be purchased at the MASCO office.

In case of special requirements for parking arrangements, contact the Office of Student Affairs.

POSTING OF NOTICES

Bulletin boards have been provided throughout the campus for the posting of college notices, flyers, etc. All such notices should be posted on these locations ONLY.

Additionally, all notices should be dated in the upper right hand corner with the date of event. This will facilitate the removal of the notice at the appropriate time. Any notice without a date will be removed.

It is hoped that this procedure will help in keeping the posted information current. Your cooperation is appreciated.

READMISSION

Students who have withdrawn from the College less than five years previously and students returning from a Leave of Absence may re-enter the College under the same circumstances and with the same credit accumulation as when they withdrew. Students need to make an appointment with the Director of Advising to initiate the readmission process.

Students who have withdrawn from the College more than five years or ten semesters previously will be considered by the College as having to meet the same requirements and conditions as transfer students. Upon special approval of the Academic Dean and the Chairperson of the Department in which the student is majoring and in exceptional circumstances, additional credits (beyond 66) may be approved, but under no circumstances will a final year's residency be waived.

REFUND POLICIES

Tuition Refund Policy (new students: Freshmen Transfer and returning students from Withdrawal from College or Leave of Absence):

For all new students there is a \$50 non-refundable tuition deposit. Such deposit is credited to the student's first semester tuition charge.

The following policy has been adopted for refund of tuition for Day Students:

A student who:

- Accepts admission, but withdraws prior to opening day, forfeits tuition deposit only (returning students should get a 100% refund.
- Registers but does not attend --- 90% refund.
- Leaves prior to the beginning of the 2nd full week ---80% refund.
- Leaves prior to the beginning of the 3rd full week ---60% refund.
- Leaves prior to the beginning of the 4th week ---40% refund.
- Leaves prior to the beginning of the 5th week ---20% refund.
- Leaves during the 5th week ---0% refund.

Tuition refunds will follow the above mentioned procedures and the official withdrawal will take place on the date at which formal written notice of withdrawal is received by the Vice President of Student Affairs. Thus, the date of receipt of such notice will be the effective date of the withdrawal. No refund will be allowed to any students who are required to withdraw by College authorities.

FEE REFUND POLICY (all students) -- No refund of fees shall be granted to any student after the beginning of classes. A full refund will be granted to students withdrawing before the beginning of classes.

Refunds in all cases will be based on information received from the office of the Vice President of Student Affairs. It is the student's responsibility to comply with College policy on withdrawal, leave of absence, etc.

TUITION AND FEES REFUND POLICY -- If a student has had a medical, psychological or emotional crisis that would force him/her to withdraw from college, and thereby not complete their course work, that student should not forfeit any tuition monies.

In the event of such an occurrence, the student will receive a tuition credit to be used within two semesters after the leave. A written statement from the appropriate medical or psychiatric staff must be sent directly to the Vice President of Student Affairs in certifying this request for tuition credit.

REGISTRATION

Students are required to register each semester until all degree requirements are fulfilled. Unless granted an official leave of absence, a student who does not officially register for a semester will be considered to have withdrawn from the College. Full time students are to take at least 12 credits per semester. Failure to do so could result in loss of financial assistance. Students are allowed to take a maximum of 21 credits per semester.

RESIDENCY FOR TUITION PURPOSES

Massachusetts College of Art has differentiated tuition charges for residents of the Commonwealth and those who are residents of other states or countries. One continuous year of in-state residency is required for tuition purposes. The residency appeal process requires documentation in the form of residency of parent within Massachusetts, state tax payment, permanent employment in the state, motor vehicle registration, voting registration, etc. For Residency Appeal Forms and information, see Kenneth Berryhill, Director of Financial Aid.

REVIEW BOARDS

Beginning in the sophomore year, a student's work is reviewed by a board of faculty and visiting critics. These boards are selected by students and their instructors. Review boards bring objective professional analysis to bear upon a student's evolving body of work. The boards also are important because they bring a fresh point of view to the continuing evaluation of students by their faculty. They are one of the more important elements of education at the College of Art, because they enhance the student's understanding of what he or she is creating, and perhaps, more importantly, they offer the experience of having one's work judged publicly.

Records of faculty comments are given to the student, who has the opportunity to pursue the evaluation further with individual instructors. Members of the review board may make evaluation/credit recommendations to the studio instructor who may take it into consideration when assigning the evaluation designation. Honors may be recommended if appropriate.

RIGHTS & RESPONSIBILITIES OF STUDENTS

The Massachusetts College of Art believes that an institutional framework must be provided that encourages debate and freedom of intellectual and creative endeavor. Academic freedom, in the fullest sense of the term, is indispensable to the purpose and existence of the College.

FREEDOM IN THE CLASSROOM - The College affirms the right of students to freedom of research, exploration of ideas, concepts and theories, as the right to their expression in the studio and classroom. It is the responsibility of the instructor in particular, but students as well, to ensure the courteous and unlimited exchange of ideas not only of the

facts, but in the spirit of free inquiry. All students must be protected against prejudiced or capricious evaluation.

FREEDOM OF ASSOCIATION - Organizations or clubs may be established at the College of Art for any reason whether the purposes are political, economic, social or educational. Membership in all College related organizations will be open to any person in the College community who is willing to meet its stated aims and obligations. College interest in the existence and objectives of organizations within the college community includes the following matters:

SUPPORT AND MAINTENANCE - in affirming the right of free association on campus, the College assumes the responsibility to defend and uphold that right in the event that, for any reason, it seems threatened.

ASSOCIATIONAL IDENTIFICATION - As a general rule, the College will not require membership lists of an organization or club; it may, however, if deemed necessary to the welfare of the College, request the names and addresses of officers and/or members.

FREEDOM OF PUBLICATION - In keeping with the right of academic freedom, student press of individuals and organizations will be free of censorship and arbitrary college actions arising out of disapproval of editorial policy or content. Any publication of material that includes the College name, logo, or address must be approved by the appropriate area Vice President in advance of publication.

FREEDOM OF PROTEST - The College recognizes the right of the students to conduct peaceful demonstrations and protests that do not interfere with regular conduct of the College's business. Parties responsible for the planning of protests or demonstrations have the obligation to consult with the Vice President of Student Affairs prior to the implementation of such acts.

FREEDOM TO PARTICIPATE IN THE DECISION-MAKING PROCESS - As constituents of the academic community, students are free, individually and in groups, to express their views on institutional policy and on other matters germane to their individual or collective interests. In addition, the formal contract between the Board of Regents and the College faculty has express and definitive mechanisms designed to insure the full participation of all sectors of the College community on a representational basis.

FREEDOM OF PRIVACY - Respect will be given to the confidential relationship between the College and its members by preserving the privacy of records relating to each person. For students, the right to confidentiality and access to records is guaranteed by Federal law under the Family Educational Rights and Privacy Act of 1974 and the Commonwealth's Fair Information Practices Act.

ANNUAL NOTICE TO STUDENTS

Annually, Massachusetts College of Art informs students of the Family Educational Rights and Privacy Act of 1974, as amended, and the Fair Information Practices Act of 1975. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family

Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Registrar's and Continuing Education Offices.

The offices mentioned also maintain a Directory of Records which lists all educational records maintained on students by this institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office.

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

Massachusetts College of Art hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

CATEGORY I	Name, address, telephone number, dates of attendance, class.
CATEGORY II	Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates).
CATEGORY III	Past and present participation in officially recognized activities, including exhibitions, performances, and sports, physical factors (height, weight of athletes), place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended.

To withhold disclosure, students must submit written notification within two weeks after the first day of fall term classes: B.F.A. program students must submit notification to the Registrar's Office, all other students must submit notification to the Continuing Education Office at Massachusetts College of Art, 621 Huntington Avenue, Boston, Massachusetts 02115. Forms requesting the withholding of "Directory Information" are available in the Registrar's and Continuing Education Offices.

Massachusetts College of Art assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

FREEDOM TO PURSUE A GRIEVANCE - In the event that a student believes he/she has a genuine grievance, he/she is free to seek resolution of that grievance through the accepted procedure of the College.

SAFETY IN STUDIO AREAS

Toxic materials, toxic vapors and gasses, and dangerous machinery are among the potential health hazards encountered by the studio artist. Students and faculty are urged to (1) familiarize themselves with possible health hazards in the areas in which they are working, and (2) utilize all available techniques and equipment to minimize hazards. In some areas the use of respirators or safety goggles is a requirement at the College.

Pregnant women, persons with respiratory problems, and persons placed under physical restrictions by their physicians must make their conditions known to instructors as soon as courses begin. Instructors with students in the above-named conditions must discuss each case with the College's Nurse. In some cases, the College may insist that a student withdraw from a course.

Occupational hazards technology is rapidly growing and changing. Students and faculty with information, ideas, and concerns, or even just worries and suspicions are urged to contact the College's Committee on Safety by calling the Director of Public Safety at Ext 500.

SCHOOL STORE/BRENNAN'S

The "Mass Art Store" is the bookstore and art and photo center. It offers a complete line of professional art supplies and college materials. The store is located on the 2nd floor of the Tower Building. The telephone number is 731-4378.

SECURITY SERVICES

The Public Safety Division seeks to provide the College community with a safe and secure atmosphere. It operates a security radio network with all officers patrolling the campus to assure a rapid response to any incidents. Entrances to the campus are staffed by security officers and checked periodically by patrolling campus police officers. The Public Safety Division takes an active role in various crime prevention programs which are available to all students, faculty, and staff. Red Emergency Phones are located throughout the campus to assist you in an emergency. Also provided for the safety of the College community is an escort service, available to everyone during the evening hours of the College. For more information about the escort service or to request an escort, dial Ext.500.

SEXUAL HARASSMENT POLICY

In conformance with the Equal Employment Opportunity Commission (EEOC) guidelines on employment practices, Massachusetts College of Art takes positive steps to insure that sexual harassment does not take place in the institution. Sexual harassment is considered an illegal activity, if it exists in the workplace. The College has an obligation to see that supervision personnel and other workers do not engage in unlawful sexual harassment.

Sexual harassment can be defined as deliberate or repeated unsolicited verbal comments, questions, representations, or physical contacts of an intimate sexual nature which are unwelcome to the recipient. Sexual harassment can also take the form of making or threatening to make decisions affecting an employee's job on the basis of an acceptance or refusal of a request for sexual intimacy.

For further information regarding the College's Sexual Harassment Policy, contact: Jeanne Regan, Director of Personnel.

SPORTS

BASKETBALL - The Basketball team has been organized since 1982 and has made footholds in its league, the Greater Boston Small College Conference. The team has increased its ability and promises to become a strong contender in the league.

Coach Lewis Gittleman

OTHER SPORTS - There are a number of students interested in other sports such as swimming, aerobic dancing, yoga, volleyball, ultimate frisbee, ice hockey, squash, soccer, and softball. If you are interested in helping to develop, manage, or play for any of these groups or in proposing other sports programs, contact the office of Student Affairs.

DON'T FORGET TO CHECK THE BASKETBALL SCHEDULE FOR HOME GAMES!

STUDENT AFFAIRS

The Office of Student Affairs is available to assist with all aspects of student life in the College and the community. The kinds of questions that are commonly discussed include health, personal, financial or family problems, career planning decisions, student activities and events, residency requirements. The Office of Student Affairs is established to assist students and to act as an advocate for students. Paul McCaffrey is the Vice President of Student and Community Affairs.

STUDENT CENTER

The Student Center is located off of the "Crackatorium" in the North Building. The Center will be a place where students can lounge, use the coffee and snack shop, pool table, jukebox, etc.

Watch for posted notices for the opening.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is a self-governing organization that works hand in hand with the Vice President of Student Affairs to form a stable base for independent and strong leadership for students, by students. The student body selects SGA Officers through annual elections held during the first week in April. The SGA Officers are responsible for directing the everyday business of the SGA and organizing SGA Senate meetings. The SGA Senate meets once a week during the school year to discuss and act upon issues and problems that face the students at Mass College of Art. Issues such as tuition increases, security on campus, maintenance for studios, and responsibilities are debated in the Senate.

The SGA Executive Council is made up of a Student Trustee, President, Vice President, Secretary and Treasurer. The SGA Senate is comprised of one Representative from each major concentration at the College and one Representative from each student-run committee or organization.

SGA REPRESENTATION

A-4 Gallery
Architecture
Art Camp
Art Education
Art History
Cartoonist Committee
Ceramics
Design Students Cooperative
Eventworks
Fashion
Fibers
Film
Film Society
Freshmen
G.A.L.A. (Gay and Lesbian Artists)
Glass
Graduates
Graphic Design
Illustration
Industrial Design
International Students Committee
Longwood Committee
Mens Center
Metals
Newspaper
Outing Club
Painting
Performance Art Committee
Photo
Printmaking
Sculpture
S.I.M. (Studio for Interrelated Media)
Sound Performance
Spectrum
Student Gallery
Student Union
Video Association
Women's Center
Yearbook

Representatives are elected annually by the Department or group they represent. The SGA is a powerful organization capable of creating change and supporting ideas.

Students can also take part in the College wide committees that set policy for the College. These committees are:

- Academic Policies
- Admissions and Retention
- All College
- Exhibitions
- Library
- Scholarship

If you want to become involved in the SGA or any of its activities, please leave a note in the Student Affairs Office (6th floor, Tower Bldg), drop by the SGA office (2nd floor, Gym Bldg - down the hall from the bookstore), or leave a message on the answering machine, Ext.389.

STUDENT RECORDS

According to the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), individual students have the right to review all official records, files and data related to them, and the right to challenge the accuracy of the contents of such records. Further, the Act prohibits colleges and universities from releasing personally identifiable information about students without their consent.

TELEPHONES

Pay phones are located in all buildings. Messages incoming through the College switchboard will be taken for individual students in emergencies only.

TRANSFER CREDIT/WAIVER OF REQUIREMENTS

Massachusetts College of Art accepts a maximum of 45 studio semester credits and a maximum of 33 critical studies (academic) credits in transfer from accredited institutions. Faculty evaluation of the admission portfolio will determine placement in studio programs and resultant course/credits required to complete the degree program. All critical studies transfer credits are evaluated by the chairperson of Critical Studies. Transfer credits are considered for those courses where students received a C or better.

Any waiver of a curriculum requirement is determined by the appropriate department chairperson (forms are available in the Registrar's Office). However, students are still required to assume the credits for these varied courses.

The Director of Academic Advising coordinates the evaluation of transfer credits and waiver of requirements.

TRANSPORTATION

The Tower, North, Collins, and Gym Buildings are serviced by the Arborway/Huntington Ave., and Northeastern cars of the Green Line, letting off passengers at the corner of Longwood and Huntington Avenues. The Longwood Building can also be reached by taking either of the buses which travel on Brookline Avenue: the Chestnut Hill bus (between Kenmore and Chestnut Hill Station via Brookline Village) or the Brighton Center bus (between Kenmore and Brighton Center via Brookline Village). The MBTA information line is 722-3200.

TUTORIAL PROGRAM

Tutorial assistance is available to all students. The Critical Studies Department offers counseling and instruction in the areas of reading, writing, and English as a Second Language, as they relate to both academic and studio courses. Students may be referred by an instructor or may seek help on their own. Tutorial aid can be short-term or long-term. Faculty members and students serve as tutors. For more information, contact the Critical Studies Office.

VISITING ARTISTS

Non-faculty professional artists, designers, educators and scholars continuously visit the College to lecture and lead workshops and seminars, and to work on campus for extended residencies. They are invited by the Visiting Artists Program, the Student Government Association, individual academic departments, and other campus organizations. Announcements of visiting artists are made in the Newsletter and by faculty in the individual departments, as well as through local media.

VISITORS

Visitors are welcome at all times to view exhibitions of the College. Those seeking meetings with administrative officers or faculty members should arrange appointments by writing or calling. Visitors to classrooms must gain prior permission from the instructor.

WITHDRAWAL

A student wishing to withdraw from the College must fill out an official withdrawal form obtained from the Registrar's Office. Only after the form has been certified by the Vice President of Student Affairs or his designee, can the Student receive a refund and be eligible for future readmission.

